



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents and Principals

FROM: Gary Green, Director of Student Services

DATE: May 21, 2010

SUBJECT: New School Safety Specialists (**Basic Training-Group 12**)

BASIC TRAINING

The Indiana School Safety Specialist Academy is now accepting registrations from your school corporation to enroll personnel in the Academy **Basic Training** for school safety specialist certification. Participants will complete three days of onsite training (November 16-17, 2010, and April 11, 2011), along with two days of online training. Onsite training will take place at the Indianapolis Sheraton (8787 Keystone Crossing).

Eligibility: The *Indiana School Safety Specialist Academy* and the Indiana Department of Education require that those receiving training be employees of the school corporation, or be established community partners for the school corporation. Those attending will receive training and be expected to provide a *leadership role* in conducting a needs assessment for physical security and policies and procedures for emergency preparedness. The certified school safety specialist is expected to return to their school corporation and provide training to other staff members of the school corporation and their community partners.

New School Safety Specialists receiving Basic Training during the 2010-2011 school year, will be required to attend two days of Advanced Training each school year in subsequent years in order to maintain certification and to secure your school district's compliance with **IC 5-2-10.1-9**.

Cost: Training is provided to school employees and their community partners free of cost. Meals and refreshments will not be provided however. Lodging is provided for participants traveling over 75 miles to the hotel. Participants must use the appropriate website on the attached registration page for IDOE to provide lodging, please note, IDOE will not find additional lodging once the block of rooms is sold out.

The training and on-line program are free to the school corporations. However, the Department of Education incurs substantial expenses when participants do not finish the certification. Therefore, we require a signed commitment form from the Superintendent and Basic Training enrollee. Please see the attached forms which must be returned no later than **October 22, 2010.** Instructions are included on the forms.

CRU's/LE hours/Graduate Credit: We will offer CRU's and Law Enforcement Hours for attendance at the Academy trainings. You need to include the last 4 numbers of your Social Security number and your birth date on the conference registration form in order to receive these credits. Graduate credit information will also be sent to all registered attendees at a later date.

Role of a School Safety Specialist: Once a school safety specialist has completed Basic Training, it is expected that **all** school safety specialists who have been trained by the Academy are in charge of, or participate in, the following legally required responsibilities/activities on an annual and regular basis:

- Coordinate the review, editing, and updating of safety plans for your building and/or school district each school year.
 - Act as a resource for other individuals in the school corporation on issues related to school discipline, safety, security, and bullying prevention.
 - The school corporation's school safety specialist(s) shall provide materials to assist a **safe school committee** in developing a plan for the school that addresses the following issues:
 - (1) Unsafe conditions, crime prevention, school violence, bullying, and other issues that prevent the maintenance of a safe school. (2) Professional development needs for faculty and staff to implement methods that decrease problems identified under subdivision (1).
 - (3) Methods to encourage:
 - (A) involvement by the community and students;
 - (B) development of relationships between students and school faculty and staff.
- (IC 5-2-10.1-12)
- Participate each year in 2 days of Advanced Level training.

(See IC 5-2-10.1-9, or www.doe.in.gov/isssa/docs/law.pdf for additional information)

If you have any questions, please contact David Woodward with the Indiana School Safety Specialist Academy at 317-232-6975 or dwoodwar@doe.in.gov.